

Bookkeeping Position

Full-time Opportunity

Gehman Accounting is a small Christian company with locations in New Holland and Mifflinburg, Pennsylvania. We provide services related to payroll, bookkeeping, QuickBooks support, tax preparation, and business mentoring.

Responsibilities

- Enter bookkeeping data from client records
- Reconcile bank and loan accounts
- Prepare monthly reports
- Process payroll, pay bills, and enter invoices
- Drive to on-site locations and provide bookkeeping service

Qualifications

- Bookkeeping/accounting experience preferred
- Thorough knowledge of QuickBooks is a plus but will train
- Excellent customer service skills
- Organized, meticulous, trustworthy, and hard-working
- Valid PA driver's license

Send your resume to [hiring@gehmanaccounting.com](mailto: hiring@gehmanaccounting.com). Or complete a job application at gehmanaccounting.com/careers.